

Requirements

1. PC with Internet Access (can be dial-up)
 2. Internet Explorer 5.5 (recommended) or Netscape Navigator 4.x
 3. All users of the system must have valid e-mail addresses.
 4. Adobe Acrobat Reader 5.0 or above.
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Contact:

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State Surplus Property System

WHO WE ARE.

The State Surplus Property Agency is responsible for administering the disposal of unused or obsolete State-owned property.

Once the property is declared “surplus”, State Surplus Property disposes it by sealed bid to the public, negotiated sales, or by various types of auctions. State Surplus Property also manages and sells surplus property at retail stores across North Carolina.

THE OLD AND NEW

The Old...

Submitting items to State Surplus Property required the agency to fill out a “disposal form” by hand. Once the form was filled out, it was then sent via courier, US mail or fax to State Surplus Property. After receiving the form, (if it didn’t get lost in transit) State Surplus Property would enter the information into a database and process the items. The old system didn’t provide the status of items to agencies and could not track inventory. Agencies were forced to contact State Surplus if they needed information about the sale or disposal; especially in cases where the accounting offices needed to track the asset so that it could be removed from inventory.

The New...

The new web-based State Surplus Property System provides a method by which State Agencies and County and Local Government institutions are able to submit surplus items electronically to State Surplus for sales or disposal. Once submitted, the agency can track the items during the re-

view process through the final sale or disposal of equipment, thus reducing the time to handle surplus equipment significantly.

AGENCY BENEFITS



- ✓ Drastically speeds the process of disposing equipment.
- ✓ Provides up-to-the second tracking capabilities.
- ✓ Allows multiple users within the agency to review items before they are sent to State Surplus Property.
- ✓ Supplies a framework that facilitates clear and consistent information.
- ✓ Allows agencies and State Surplus to communicate electronically.
- ✓ Enables agencies to view real-time reports at the Agency and Division level.
- ✓ Actively markets surplus items to all state agencies and the public on the Internet “classifieds section” and “electronic bid sheets”.
- ✓ Enables digital pictures to be submitted with each item.
- ✓ Provides Fiscal Officers electronic reports of items that were transferred and deleted.
- ✓ Custodian processes at remote sites are greatly enhanced.

STATE BENEFITS



- Saves money and time by drastically reducing the length of the surplus process.
- Allows items to be sold or transferred to other agencies.
- Capabilities for marketing items through digital pictures.
- Reduces paper flow.
- Provides a broader audience through the use of the Internet when selling surplus equipment.
- Reduces the costs of postage and printing considerably.

WHERE DO I BEGIN?

To start using the system:



Ensure that your computer meets the minimum system requirements. See back of this brochure.



Contact the State Surplus Property Agency at 919-733-3889 to schedule an orientation meeting and training